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The North Carolina State Bar  
Board of Legal Specialization

# 2008 Application for Certification as a Specialist

- Bankruptcy Law
- Estate Planning and Probate Law
- Family Law
- Immigration Law
- Real Property Law

208 Fayetteville Street, PO Box 25908  
Raleigh, NC 27611  
(919) 828-4620

[www.nclawspecialists.gov](http://www.nclawspecialists.gov)

# **The North Carolina State Bar Board of Legal Specialization**

## **Special Instructions and Information for Applicants**

Please read and follow these instructions before completing this application.

1. **READ** the North Carolina Plan of Specialization and the standards for certification in your specialty area. These materials are found at 27 N.C.A.C.1D, Sect.1700 *et seq.* and are published in *The North Carolina State Bar Lawyer's Handbook* and on our website.

2. **FILING FEE**—A filing fee of \$250.00 must accompany this application. All checks should be payable to the North Carolina State Bar Board of Legal Specialization. Rejection or withdrawal of an application will not entitle an applicant to a refund of the fee or any part of the fee. **Applications received by June 15, 2008, will qualify for a \$50 discount on the application fee.**

3. **FILING TIMELINESS**—The application shall be considered timely filed if the application is delivered to the office of the North Carolina State Bar before 5:00 p.m. on June 30, 2008, or is postmarked no later than June 30, 2008.

4. **EXAMINATION FEE**—An additional fee of \$150.00 will be due and payable upon notification that an applicant is eligible to take a specialty examination.

### **5. SPECIAL INSTRUCTIONS FOR COMPLETING APPLICATION FORM—**

A. **PLEASE ANSWER EACH QUESTION.** If additional space is needed to answer a question, attach pages to the application.

B. **SUBSTANTIAL INVOLVEMENT**—On page 9 the applicant is asked to describe his or her practice during each of preceding five years. To qualify for certification, the applicant's practice in the area of law for which certification is sought must equal or exceed the substantial involvement requirements set forth in the standards for the applicable specialty. The substantial involvement requirements can be found on-line at [www.nclawspecialists.org](http://www.nclawspecialists.org).

C. **REFERENCES**—Each applicant for certification is asked to submit the names and addresses of ten (10) references in support of his or her application. All of these individuals will be contacted by the Board of Legal Specialization, or its representatives, and asked to

complete written peer reference statements. A minimum of five (5) completed peer reference statements must be received for each applicant. The applicant is not responsible for asking the listed references to complete the forms. The Board, or its representatives, may contact, in person or by telephone, any reference listed by an applicant or any other attorney or judge qualified to evaluate the applicant's competence and qualification in the specialty area.

6. **PROCESSING OF APPLICATIONS**—A notice showing the date of filing will be sent to each applicant. Only completed applications will be reviewed by the Board of Legal Specialization. Each applicant will be notified by mail of the acceptance or rejection of his or her application.

7. **EXAMINATION**—Examinations are scheduled for November 5, 2008. Applicants seeking certification in the areas of (a) real property law: business, commercial, and industrial, (b) business bankruptcy law, and (c) criminal appellate practice will also be tested on November 6, 2008. A notice as to the time and location of the examination will be sent to you at a later date. Applicants may also choose to take the exam at an offsite location. See [www.nclawspecialists.gov](http://www.nclawspecialists.gov) for options. Applicants will be notified of their examination results by mail.

8. **CONFIDENTIALITY**—All information contained in the application, supporting documents submitted for certification in a specialty area, peer reference information and statements, and examination results shall be confidential and shall be available for use only by the board, the appropriate specialty committee, or any appropriate body or tribunal in the event of an appeal.

9. **SPECIAL TESTING ACCOMMODATIONS FOR DISABLED APPLICANTS**—A written request for special testing accommodations and supporting documentation must be submitted by September 8, 2008. Requests for appropriate forms should be addressed to the Board's Executive Director.

10. **COMPLETED APPLICATIONS**—All completed applications should be mailed to the Executive Director, The North Carolina State Bar Board of Legal Specialization, PO Box 25908, Raleigh, NC 27611.

**The North Carolina State Bar  
Board of Legal Specialization  
2008 Application for Certification of Specialist**

Filed: \_\_\_\_\_  
(For Office Use Only)

File number: \_\_\_\_\_  
(For Office Use Only)

Full name: \_\_\_\_\_ State Bar number: \_\_\_\_\_  
(First) (Middle) (Last)

Name as you would like it to appear on your certificate: \_\_\_\_\_

Firm or employer: \_\_\_\_\_

Office address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number (Office): \_\_\_\_\_ (Fax): \_\_\_\_\_

E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

Law School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Date admitted to the North Carolina State Bar: \_\_\_\_\_

List any other state bars to which you have been admitted and dates of admission:

\_\_\_\_\_

Have you ever been disciplined for misconduct by the North Carolina State Bar or by the bar of any other state to which you have been admitted? \_\_\_\_\_

If so, for each instance of discipline, please provide the following:

a) the name of the state bar or entity imposing the discipline: \_\_\_\_\_

b) the form and date of the discipline imposed: \_\_\_\_\_

\_\_\_\_\_

c) a copy of the order of discipline or other written form of discipline.

Have you ever been disciplined, sanctioned, or found in contempt by any state or federal court? \_\_\_\_\_

If so, for each such instance, please provide the following:

a) the name of the court imposing the discipline, sanction, or contempt finding: \_\_\_\_\_

\_\_\_\_\_

b) the form and date of discipline, sanction, or contempt finding imposed: \_\_\_\_\_

\_\_\_\_\_

c) a copy of the court order imposing the discipline or sanction.

Have you ever been a defendant in a legal malpractice action which was resolved by a judgment against you or by a settlement payment to the plaintiff(s)? \_\_\_\_\_

If so, for each such action, please provide the following:

a) the date of filing and the venue of the action: \_\_\_\_\_

b) how the action was resolved (judgment or settlement): \_\_\_\_\_  
(If you desire, you may attach an explanatory statement.)

c) a copy of the complaint

d) a copy of the judgment or settlement agreement.

Have you previously been certified as a specialist by the Board of Legal Specialization? \_\_\_\_\_ If so, in what area? \_\_\_\_\_

Have you been certified as a legal specialist by any organizations other than the Board of Legal Specialization? \_\_\_\_\_  
If so, list those certifications and identify the certifying organizations.

\_\_\_\_\_  
\_\_\_\_\_

Please check the area in which you seek certification:

- ☐ Bankruptcy Law
- ☐ Business
- ☐ Consumer
- ☐ Estate Planning and Probate Law
- ☐ Family Law
- ☐ Immigration Law
- ☐ Real Property Law
- ☐ Real Property Law—Residential Transactions
- ☐ Real Property Law—Business, Commercial, and Industrial Transactions

Are you seeking certification in another specialty area at this time? \_\_\_\_\_ If so, in what other area?

\_\_\_\_\_

How did you hear about the certification program? \_\_\_\_\_

#### **ACKNOWLEDGMENT OF APPLICANT**

- I have read the rules of the board and the standards of the specialty. I agree to comply with the rules and regulations of the board and the standards of the specialty with respect to which I am seeking certification.
- I understand that certification is voluntary. I understand that I will be able to continue to practice in fields of law other than the one in which I am applying for certification, as well as in the specialty area, even if I am denied certification.
- I am currently licensed to practice law in North Carolina and I am in good standing.
- I understand that I may be certified as a specialist in no more than two fields of law.
- I have been substantially involved in the area of law for which certification as a specialist is sought for the five years immediately preceding this application as defined in the standards for the specialty and as shown on the attached “Substantial Involvement Information” form.

- I have achieved the number of continuing legal education credits required by the standards of the specialty for which I seek certification in the past three (3) years as set forth in the attached list of courses attended and credits earned.
- I consent to a confidential inquiry by the board of the references as listed on the Statement of References and others familiar with my competence for the purpose of determining whether I fulfill the requirements for certification. I further agree that all information received by the Board of Legal Specialization in conjunction with my application, including, but not limited to, peer reference information and statements, shall be confidential and shall be available for use only by the board, the appropriate specialty committee, or any appropriate body or tribunal in event of an appeal to determine my qualifications for certification. I specifically waive the right to review the peer reference statements made to the board which become part of my official file.
- I agree to surrender any certificate of specialty granted to me by the Board of Legal Specialization if such certificate is revoked by the Board of Legal Specialization. I agree to pay all fees required by the board when due.
- I understand that I must achieve a passing score on a written examination in the area of specialty prior to certification.
- I understand the period of certification is five (5) years. If I become a certified specialist and desire to continue my certification, I must comply with the standards regarding continued certification as a specialist.
- If I apply to the board for certification in another specialty area, I understand that this application may be taken into consideration by the board in determining my eligibility for certification in the other specialty area.
- I affirm the contents of this application and its attachments, and I affirm that the material representations of my experience and education set forth herein are true and correct.
- I am enclosing my check for \$250.00 as the application fee. I understand this fee is nonrefundable regardless of the disposition of my application. I agree to pay an additional fee of \$150.00 upon notice that I am eligible to take a specialty examination.

☐ **(Please check)** Submission of this application constitutes the applicant's verification of the truth of all statements and representations contained herein.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Print or type full name

Signature: \_\_\_\_\_

RETURN TO:

The Executive Director  
The North Carolina State Bar Board of Legal Specialization  
PO Box 25908  
Raleigh, NC 27611

**The North Carolina State Bar  
Board of Legal Specialization  
2008 Application for Certification of Specialist  
Continuing Legal Education Form**

Name: \_\_\_\_\_ State Bar Number: \_\_\_\_\_

Date: \_\_\_\_\_ Area of Specialty: \_\_\_\_\_

This CLE credit form must be completed and submitted with your application (attach additional sheets if necessary).

You must meet the CLE requirements for the specialty. CLE activities must be completed between January 1, 2005, and the date of application. The activities must be approved by the Board of Legal Specialization and may include:

1. Attendance at a lecture-type course in the specialty field;
2. Preparation and presentation of written materials at an accredited CLE course;
3. Teaching a course in the specialty field at an academic institution;
4. Publication of a scholarly article in the specialty field;
5. Self-study; and
6. Advanced academic course work (attendance at courses of instruction at a law school which could be credited toward an advanced degree in the specialty field).

**1. Please list all CLE activities for the time periods noted below.**

**Seminars attended January 1-December 31, 2005**

Title of Course	Name of Sponsor	Date	Location	# Hrs.	App. # (Office Use)

**Seminars attended January 1-December 31, 2006**

Title of Course	Name of Sponsor	Date	Location	# Hrs.	App. # (Office Use)

**Seminars attended January 1-December 31, 2007**

Title of Course	Name of Sponsor	Date	Location	# Hrs.	App. # (Office Use)

**Seminars attended January 1-June 30, 2008**

Title of Course	Name of Sponsor	Date	Location	# Hrs.	App. # (Office Use)

**2. Lectures Prepared and Presented at an Accredited CLE Course:**

Course	Sponsor	Date	Location	# Hrs.	App. # (Office Use)

**3. Teaching in the Specialty Field at an Academic Institution:**

Course	School	Dates	Semester Hrs.	App. # (Office Use)

**4. Publication of a Scholarly Article in the Specialty Field:**

(Please submit a copy of the article with your application)

Name of Article	Publication	Date of Publication	# Pages	App. # (Office Use)

**5. Self-Study Courses:**

Course	Sponsor	Description of Course	Dates of Use	Hours	App. # (Office Use)

**6. Advanced Academic Course Work (attendance at courses of instruction at a law school which can be credited toward an advanced degree in the specialty field):**

Course	School	Dates	Semester Hrs.	App. # (Office Use)

**TOTAL HOURS**



## **2008 Substantial Involvement Information**

Applicant's Name: \_\_\_\_\_ Area of Specialty: \_\_\_\_\_

### **Experience During Five Years Prior to Application:**

Briefly describe your practice during each of the preceding five (5) years (years run from July 1 to June 30). Indicate the estimated number of hours devoted to the specialty practice area in each year.

2003-04: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2004-05: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2005-06: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2006-07: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2007-08: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The North Carolina State Bar  
Board of Legal Specialization  
2008 Application for Certification of Specialist  
Statement of References**

Applicant's Name: \_\_\_\_\_

Applicant's Area of Specialty: \_\_\_\_\_

As part of your application for certification, you are asked to identify as references ten (10) lawyers or judges who are familiar with your competence and qualifications in your area of specialty. Insofar as possible, you are asked to select persons who are board certified specialists in your area of specialty or are at least substantially involved in the area as that term is defined in the certification standards. Please note that all references must be licensed and in good standing to practice law in North Carolina. You may not use as a reference persons who are your partners or associates or your relatives by blood or marriage, or who are involved with you in a continuing commercial relationship. Applicants for certification in bankruptcy law may not use a bankruptcy judge as a reference. Members of the Board of Legal Specialization and members of the applicable specialty committee may not serve as references.

- |     |                      |         |
|-----|----------------------|---------|
| 1.  | _____                | _____   |
|     | name (type or print) | address |
| 2.  | _____                | _____   |
|     | name                 | address |
| 3.  | _____                | _____   |
|     | name                 | address |
| 4.  | _____                | _____   |
|     | name                 | address |
| 5.  | _____                | _____   |
|     | name                 | address |
| 6.  | _____                | _____   |
|     | name                 | address |
| 7.  | _____                | _____   |
|     | name                 | address |
| 8.  | _____                | _____   |
|     | name                 | address |
| 9.  | _____                | _____   |
|     | name                 | address |
| 10. | _____                | _____   |
|     | name                 | address |

## Confidentiality Pledge

I understand that the questions on the specialization examinations are confidential and that maintaining the confidentiality of the examination questions is my professional responsibility. Therefore, I understand and agree to the following:

- I will not divulge the contents of any examination question to anyone; provided, however, I may describe the contents of the examination generally (e.g., subject matter covered, types of questions, etc.) to any interested person; and, during the 48 hours following the administration of the examination, I may discuss the examination questions and answers with other applicants who took the examination with me.
- I will not memorize any examination question while taking the examination.
- I will not write down any examination question recalled from memory following the administration of the examination.
- If I pass a specialization examination, I will not be permitted to review the graded examination.
- If I divulge the contents of any examination question in violation of this pledge, my specialty certification may be revoked or suspended, I may be prohibited from taking any further specialization examinations, and I may be reported to the State Bar for disciplinary investigation.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_